

Amber Hargett

Project Management & Creative Professional

Objective

An artist at heart, I pursued my dream to become a Graphic Designer in college and spent 10 years working in the advertising industry. Simultaneously, my time outside work included volunteering: leading worship and Bible studies, teaching a children's program, counseling teens, and organizing events and community service projects. I found these pursuits helped me learn about the deeper needs in my community and gave me the chance to make a positive impact in someone else's life. Inspired by these needs and an unmistakable calling in my heart, I am now seeking an opportunity to apply my creative, management and teaching talents for the purpose of serving others.

Career Experience

Client Services - Account Executive

January 2010/August 2013

TriComB2B, Marketing Agency, Dayton, Ohio

- Provided regular communications to internal and client contacts throughout the life of a project and at closing for evaluation and measurement purposes.
- Spearheaded brand messaging campaigns; conducted audience research, supplied creative direction to designers and prepared brand standards documents.
- Developed, launched and measured marketing and lead generation campaigns.
- Wrote formal proposals; created Gantt charts, flow charts, PowerPoint presentations, budget spreadsheets, etc. for project management purposes.
- Organized and managed trade show sponsorship, logistics, travel, development and installation of graphics and purchase of promotional items for client trade show events (nationally and abroad).

Production Management Assistant

October 2008/ December 2009

TriComB2B, Marketing Agency, Dayton, Ohio

- Supported traffic manager as a liaison between traffic, client services and creative teams to ensure that projects moved swiftly and accurately through the production process.
- Monitored and reported key project milestones to internal and external audiences.
- Established and maintained positive relationships with vendors and issued purchase orders.
- Received training in and conducted extensive Advantage software functionality/process improvements.

Project Manager

September 2007/October 2008

Turner Effect, Marketing & Advertising Agency, Dayton, Ohio

- Managed a wide range of marketing and consultative projects including: website development, resource efficiency assessment for a healthcare network, developed research database tools, conducted focus groups and comprehensive research analysis, developed branding initiatives and wrote and packaged executive-level summary reports.
- Consistently received outstanding customer service ratings from clients at project completion.

Graphic Designer

March 2006/ September 2007

Turner Effect, Marketing & Advertising Agency, Dayton, Ohio

- Provided creative and design services for clients, including: development of strategic messaging, logos, print collateral, web graphics, billboard art, designed and deployed direct mail and e-mail campaigns, prepared artwork files for press and coordinated with printing vendors for fulfillment services.

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Graphic Designer
August 2003/March 2006
Ghent Manufacturing, Inc., Lebanon, Ohio

Volunteer Teaching/Mentoring Experience

Maple Avenue Church of God - Lay Leader

KidMo Program Teacher (Pre-K to Age 12), June 2000/August 2004

- Delivered lessons from Bible-based curriculum, developed learning and team-building games to reinforce lesson concepts; organized and supported fundraisers for the program and attended special events.

Teen Youth Group Co-Leader & Counselor, June 2004/August 2010

- Mentored students ages 12 to 18; delivered lessons from Bible-based curriculum, created games to reinforce lesson concepts, provided personal counseling time with other ministry leaders, attended 2-3 youth activities and or service events per month for the duration of the ministry. Organized and supported fundraisers for the program and attended special events.

Education

2009

Bachelor of Science Program, Organizational Management
Nyack College, New York/ Dayton, Ohio Cohort 977

Course of study completed included: the dynamics of group behavior, organizational communications and analysis, global market studies, research methodology and statistics, diversity management, understanding the economic environment, business ethics, and the development of two intensive research projects. 25 general education credits remain for completion.

2001/2003

Associate Degree of Applied Business
in Advertising Art
School of Advertising Art, Ohio

Professional References

Melissa Lorenz

TriComB2B

M: (937) 246-1041

Christina Neltner

Cincinnati Children's Hospital

M: (513) 295-3979

Personal References

Rev. James Clayton

Maple Avenue Church of God

W: (937) 878-5459

Rev. Brad Lewis

One Love Church

M: (937) 602-3327

Jill Boggs

Family Friend

M: (937) 232-6041